

**New Hampshire Department of Transportation  
Bureau Of Highway Maintenance**

**Environmental Records Log  
EIP-9-Form 9b**

Bureau/District \_\_\_\_\_

<b>Record</b>	<b>Person Responsible</b>	<b>Location</b>	<b>Retention Time</b>
Accident Investigation Report (work-related injury)	SEC	Bureau Office and OSC	Permanent
Bills of Lading	SEC and Patrol Foreman	Original Bureau Sheds, Copy to Bureau Office, IMP Database	3 years
Highway Maintenance Activity Pick List	EMS Team	Bureau Office, District Office, and OSC	Permanent
Highway Maintenance Aspect-Impact Inventory	EMS Team	Bureau Office, District Office, and OSC	Review Annually
Highway Maintenance Objectives & Targets	EMS Team	Bureau Office, District Office, and OSC	Review Annually
Highway Maintenance Significance Ranking	EMS Team	Bureau Office, District Office, and OSC	Review Annually
Bureau Internal Facility Inspection Reports	SEC	District Office, Bureau Sheds and IMP database	1 year
Compliance Audit Checklist	SEC, Bureau Peer Review, OSC and/or Consultant	Bureau Office, District Office, OSC	3 years
Follow-up, Implementation Action Plan Summary (EIP-14-Form-14c) GZA Audit	EMS Team	Bureau Office, District Office, OSC	3 years
Emergency Response Plans and Emergency Event Log	EMS Team, SEC	District Office, Bureau Office, Patrol Sheds	Permanent
EMS Audit Checklist and Findings Summary	EMS Team, OSC	Bureau Office, District Office	3 years
EMS Compliance Training Records	SEC, OSC	Bureau Office, District Office	1 year
EMS correspondence, data collected for Progress Indicators	EMS Team	Bureau Office, District Office	1 year
EMS Management Review Minutes and/or Summary	EMS Coordinator	Bureau Office	1 year
EMS Training Records (attendance sign-in sheets)	SEC	Original to District Office	1 year
Environmental Action Plan (EIP5)	SEC, Maintenance & Const. Engineer, EMS Team	Bureau Office, District Office, and OSC	Review Annually
EMS Work Instructions	EMS Coordinator	Bureau Office, District Office	Permanent
Hazardous Waste Manifests	SEC and SQG Representatives	Original to District Office, Copy to Generator Site, and IMP Database	3 years

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Legal and Other Requirements (EIP3)	OSC, EMS Team	OSC, Bureau Office, District Office	Review Annually
Management Review (EIP16)	EMS Coordinator, EMS Team Engineer	Bureau Office, District Office	1 year
Monitoring and Measuring Reports and Matrix (EIP-10)	SEC	Bureau Office, District Office	Review Annually
NH DOL Air Compressor Inspections	Highway Patrol Foreman	Original Site, Copy to District Office	2 years
NH DOT Vehicle Cause & Prevention Report and DSMV400	Highway Patrol Foremen, Field Personnel, SEC	District Office, Mechanical Services	Permanent
Operational Control Matrix	EMS Team	Bureau Office, District Office	Review Annually
Permits, License & Authorizations Register	EMS Team	Bureau Office, District Office	2 years
Preventative or Corrective Action Logs	SEC	District Office	3 years
Training Matrix & Logs	SEC	Bureau Office	Review Annually
UST Monthly Inspection Checklist	SEC	Original Patrol Shed	1 year
UST Inspection Form	Highway Patrol Foreman	District Office, Patrol Shed	3 years
UST Permit Summary	SEC	IMP	Permanent
Site Photographs	SEC	IMP	Permanent
UST Tank and Dispenser Details	SEC, Fuel Distribution	IMP	Permanent
UST Testing and Compliance Inspections	SEC, Fuel Distribution	IMP	Permanent

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UST Inventory Monitoring	SEC, Patrol Foreman, Fuel Distribution	IMP	Permanent
UST Repairs	SEC, Fuel Distribution	IMP	Permanent
Facility Environmental Documents	OSC, SEC, BOE	IMP	Permanent
Environmental Parcel Summary	OSC, SEC, BOE	IMP	Permanent
Site Hazardous Waste Records	SEC, OSC, BOE	IMP	Permanent
Site Facilities Summary	SEC, OSC, BOE	IMP	Permanent
Site Activity Summary	SEC, OSC, BOE	IMP	Permanent
Site Contamination Records	SEC, OSC, BOE	IMP	Permanent